



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 21-78		
Business Title: BIM Management Services		State Classification: Manager VI
Salary Group: B28	Salary: \$7,000 - \$11,837 (month) \$84,000.00 - \$142,044.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 08/17/2021	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Facilities Design and Construction		Program: Facilities Design and Construction

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Be a part of Texas history in the making!

If you are well versed in the capabilities of Building Information Modeling (BIM), understand what it takes to implement BIM throughout the facilities lifecycle and are skilled at promoting its adoption and use by all stakeholders, the Texas Facilities Commission needs you to help build and manage a new team of BIM specialists.

Phase 1 of the Capitol Complex Masterplan is currently under construction and scheduled for completion in May 2022. It comprises over one million square feet of office / conferencing / cultural space in two new office buildings, a new pedestrian mall, structured parking for approximately 4,800 cars, and a central utility plant. Phase 2 is in the early planning stages and includes 525,000 square feet of office space and structured parking for 2,550 cars.

Phase 1 of the North Austin Health Services Complex was recently completed. It comprises 400,000 square feet of office / conferencing space and an 1,850-car parking structure. Phase 2 is in the early planning stages and includes 300,000 square feet of office space and a 2,000-car parking structure.

As the Manager of TFC's new BIM Management Services program, you will build and lead a team of BIM specialists that will be instrumental in managing the large quantity of parametric data to be transferred to TFC from the Architectural, Engineering, and Construction teams for these buildings. This data is essential to the efficient and on-going maintenance, operations, and management of these new facilities.

Your team will also be responsible for continuing to build and maintain record BIM models for our portfolio of existing state-owned facilities totaling over 28 million square feet and supporting the needs of over 100 state agencies with over 62,000 employees throughout 283 Texas cities and towns.

You will need to maintain a firm grasp of available BIM technologies, applications, and implementation strategies for building design, construction, and operations. Leadership and salesmanship skills will be essential for establishing a meaningful course for BIM at TFC and successfully evangelizing for its adoption and use by internal and external users and vendors. Building from and improving upon TFC's existing BIM standards and procedures, your team will support TFC's various functional programs by integrating BIM into their daily business processes.

You will report to the Director of Planning and Alterations within the TFC's Facilities Design and Construction Division and will oversee / perform highly advanced (senior-level) managerial work administering the daily operations and activities of the new BIM Management Services program.



Texas Facilities Commission

Employment Opportunities

Work involves establishing goals and objectives for the BIM Management Services program; developing guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests; and monitoring budget expenditures. You will work under minimal supervision with extensive latitude for the use of initiative and independent judgment and supervise the work of others.

ESSENTIAL FUNCTIONS:

- Manage day-to-day activities of staff.
- Oversee and/or establish goals and objectives.
- Develop and approve schedules, priorities, and standards for achieving goals, and manage evaluation activities.
- Oversee the allocation of resources to achieve timely outcomes and measurable goals; monitor and evaluate the effectiveness and efficiency of staffing levels.
- Oversee the development and implementation of techniques for evaluating business function(s), division(s), or department(s) activities; identify areas that need change; recommend initiatives to improve operations; and oversee implementation of changes.
- Oversee and approve budget expenditures and implement budgetary adjustments.
- Oversee special investigations, research studies, special projects, internal audits, and the implementation of special initiatives.
- Oversee the monitoring and analyses of relevant state and federal legislation.
- Oversee the implementation of changes resulting from new legislation.
- Prepare management and productivity reports; review and approve documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.
- Establish goals and objectives; develop and approve schedules, priorities, and standards for achieving goals; and manage evaluation activities.
- Monitor compliance with policies and procedures; and provide input or approve new policies and procedures.
- Supervises the work of others.
- May serve as backup to a Director(s).
- Perform related work as assigned.

MINIMUM QUALIFICATIONS:

- 3 to 5 years professional experience in the management of a business function, division, or department related to BIM management services.
- Experience leading the development and implementation of BIM standards and procedures for architectural, engineering, and/or construction entities and/or facility owners.
- Graduation from an accredited four-year college or university with major course work in architecture, engineering, and/or construction.
- Experience with Autodesk Revit, Autodesk Autocad, and/or CAFM applications.
- Valid State of Texas Class "C" driver's license.

PREFERRED QUALIFICATIONS:

- Teaching experience at a college or university level and/or public speaking with a focus on BIM and/or BIM related topics.
- Experience coordinating with design professionals, contractors, and public sector facilities management,

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433



Texas Facilities Commission Employment Opportunities

operations, and maintenance personnel.

- Experience leading the development and implementation of BIM standards and procedures for public sector facility owner(s).

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough understanding of architectural and engineering design and documentation practices, especially as they relate to the use of BIM.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in the operation of a computer and applicable software.
- Ability to manage business function, division, or department activities; to establish goals and objectives; to devise innovative solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.
- Strong communication, interpersonal, and organizational skills.
- Knowledge of office practices and administrative procedures utilized in State government.
- Knowledge of agency rules, regulations, policies and procedures.
- Skill in the use of personal computers and applicable programs, applications and systems.
- Ability to work within a customer facing environment and provide good customer service.
- Ability to establish goals and objectives.
- Ability to develop, implement and evaluate solutions to administrative problems.
- Ability to interpret, develop, and evaluate policies and procedures.
- Ability to prepare detailed reports on program area activities.
- Ability to gather, assemble, correlate, and analyze facts and information.
- Ability to establish work timelines, prioritize workloads, and meet deadlines.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texas skillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 111X-URL-Surface Warfare, CMO10 Community-Mission Operations (OSC), 8991 Sergeant Major of the Marine Corps, 0203 Ground Intelligence Officer, 8U000 Unit Deployment Manager, 16GX Air Operations Staff Officer, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433



Texas Facilities Commission Employment Opportunities

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14747825

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433